# **Podcast Transcriptionist - DME Interns Podcast**



Project Title	Podcast Transcriptionist - DME Interns Podcast
<b>Project Summary</b>	Help the podcast team transcribe episodes from the DME Interns upcoming podcast.
Country	United States

## **Project Description**

As a podcast transcription intern, you will oversee a range of responsibilities. You will help the podcast team transcribe episodes from the DME Interns upcoming podcast. You will be transcribing to ensure that the podcast episodes are easily available to Veterans with disabilities and are compliant with 508 accessibility standards.

An intern's responsibilities will include writing transcripts of each episode, the ability to work closely with your team, and other departments, and contributes to team efforts and values team collaboration.

#### Skills:

To be a successful podcast transcription intern the following skills are necessary: Transcription, excellent grammar and spelling, and time management. No prior transcription experience required. This internship requires that you work a minimum of 10 hours per week from September until May. Vacation/time off must be discussed with leadership.

#### Podcast Background:

The DME Interns podcast is not yet launched. It is still in planning stages. However, your assistance will ensure that when the podcast is launched, that each episode is made accessible to Veterans with disabilities. Additionally, we plan to submit interviews to the Veterans History Project, and your transcriptions will be submitted as well.

## **Required Skills or Interests**

Skill(s)	
Editing and proofreading	
Writing	

## **Additional Information**

### Internship Background:

The Department of Veterans Affairs' Digital Media Engagement Team internship is one of the largest and most established internship programs available through the Virtual Student Federal Service. This past year, our internship has hosted over 300 interns in various departments and leadership positions. If you want to join a team that is well structured and will offer meaningful work that will help you build skills that you can add to your resume, then we strongly encourage you to apply to our team.

For more information please visit https://dmeinterns.org/

# **Language Requirements**

None